

Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	MHPLSOV	Date:	30-10-2021
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	22-10-2021 to 30-10-2021 (fri to sat)	Approved by:	K Purshotham
Report Date	30-10-2021		
List of requisitions numbers missing in the report*:			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Serial no of item in Req	Item Description
185051	21-10-21	1	Binding wire
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
Req No.	Req Date	Serial no of item in Req.	Item Description
185014	08--07-21	1	Curb stone
			Details of discussion with supplier ⁵
			Holding for a while site not ready
No. of gate passes issued this week:			
Nil / 5 From No. Nil To No. Nil			
Delivery van site visit on: 1 22.10.21, 25.10.21, 27.10.21, 29.10.21			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No
Items not ordered but received:			
Other corrections & remarks:			
Details of steel & cement stock			
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire	-	Nil
OPC stock	Nil	OPC last weeks stock	Nil
			PPC/PSC stock
			0
			PPC/PSC last weeks stock
			40
Details	Project Manager		Admin Officer/Manager
Sign			
Date	30-10-2021		30-10-2021
Admin Audit			

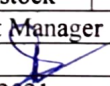
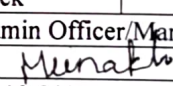
Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted/, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

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Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO#		
183652	01-09-2021	01	Epson M20 printer.			
183708	22-10-2021	01	Earthing plate with pipe			
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:						
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ⁵		
183692	09-10-2021	1-3	Electrical wires (1/18 yellow and 7/20 blue and black)pending	No stock at SLLP		
183702	19-10-2021	01	Metal dust bin	Stock is available and will be delivered by Monday		
183705	22-10-2021	1 to 32	PVC plumbing material	Material available at supplier deliver by monday		
183709	26-10-2021	1 to 2	PVC bends pending	Material available at supplier deliver by monday		
183710	26-10-2021	1 to 32	PVC pipes pending	Material available at supplier deliver by monday		
No. of gate passes issued this week:		Nil / 5	From No.	Nil	To No.	Nil
Delivery van site visit on:1		22.10.21,25.10.21,27.10.21,29.10.21				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No		
Items not ordered but received:						
Other corrections & remarks:						
Details of steel & cement stock						
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	-	-	
2.	10mm	.617	7.404	-	-	
3.	12mm	.89	10.68	-	-	
4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	-	-	
6.	25mm	3.86	46.32	-	-	
7.	32mm	6.32	75.84	-	-	
8.	Binding wire	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign				<i>Munakshi</i>		
Date	30-10-2021			30-10-2021		

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156564	18-09-2021	1-5	Al. Windows				
156575	12-10-2021	01	Plants protecting PVC mesh				
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:							
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ⁵			
156572	07-10-2021	01	Ball cock -brass 10 Nos pending	Stock Not available at supplier			
No. of gate passes issued this week:		5/5	From No.	5980 To No. 5984			
Delivery van site visit on:1		22.10.21,25.10.21,27.10.21,29.10.21					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No			
Items not ordered but received:							
Other corrections & remarks:							
Details of steel & cement stock							
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	-	-		
2.	10mm	.617	7.404	-	-		
3.	12mm	.89	10.68	-	-		
4.	16mm	1.58	18.96	-	-		
5.	20mm	2.47	29.64	-	-		
6.	25mm	3.86	46.32	-	-		
7.	32mm	6.32	75.84	-	-		
8.	Binding wire	-		Nill	Nill	Nill	
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	Nill	PPC/PSC last weeks stock	Nill
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		30-10-2021		30-10-2021			

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